



January 03, 2023

**Ms. Loreme S. Cagande**  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Ms. Cagande:**

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Co-Study Leader of Component 4 "**Design, production, and Distribution of ad materials and brochures**", from Extension Project entitled "Training, Technical Assistance and Distribution of Agronomic Crops, Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas" (project code: EXT69-Agronomy), "charged to the (GAA Funded projects) subjects to availability of funds effective (January 03, 2023-December 31, 2023) with equivalent workload units. Renewable every year until completion of the project.

As Co-Study Leader, you are expected to submit to OVPREI through the Center/ Institute Director or College Dean the Following reports:

1. Assists the study and project leader in the overall implementation of the component study.
2. Assists study leader in designing, preparing, producing, and distributing the component study's print ad materials and brochures by focusing on root crops, legumes, and tuber crops.
3. Helps in the preparation of quarterly, semi-annual, and annual accomplishment reports and submits them to the study leader for consolidation as an output of the component study.
4. Assists in the preparation of outputs for the annual In-house RDE Review.

Any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean, Center, Director for Research, Extension and Innovation.

**EDGARDO E. TULIN**  
President

cc: VPREI-VP-RPO; Director, Center, Dean, College; RSPPRO, Budget Office; Finance Management Office (FMO); Accounting Office; File-OP